



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF LANA DEL NORTE

DEPED LANA DEL NORTE		
RECORDS SECTION CONTROL NO. 21499		
RELEASED		
06 JUL 2026	7:45	MAN
DATE	TIME	BY

July 6, 2026

DIVISION MEMORANDUM

No. 329, s. 2026

CALL FOR APPLICATION FOR SCHOOL PRINCIPAL I, SCHOOL PRINCIPAL
II AND SCHOOL PRINCIPAL III

To: Assistant Schools Division Superintendent
Chief of Functional Divisions
Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office calls for the submission of applications for School Principal I, School Principal II and School Principal III. The assessment shall abide with the guidelines, procedures, and criteria of DepEd Order No. 007, s. 2023, otherwise known as "Guidelines on the Recruitment, Selection, and Appointment in the Department of Education".
2. all applicants and personnel concerned are directed to refer to Attachment A: Detailed Hiring Guidelines and Application Procedures for information regarding the Qualification Standards, key timelines, required documents and submission instructions.
3. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

EDWIN R. MARIBOJOC, CESO V
School Division Superintendent

Reference: Attachment A: Detailed Hiring Guidelines and Application Procedures
To be indicated in the Perpetual Index under the following subjects:
PROMOTION NOTICE OF VACANCY PERSONNEL

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	3.2.26	Page	1 of 1



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANAOS DEL NORTE

Attachment A

Detailed Hiring Guidelines and Application Procedures

SCHOOL PRINCIPAL III

Position Title	School Principal III School Principal II School Principal I	Salary Grade	21 20 19
Parentetical Title		Governance Level	
Office/Bureau/Service		Unit/Division	
Reports to	Assistant Schools Division Superintendent		
Positions Supervised	School Teaching and Non-Teaching personnel		
JOB SUMMARY			
Set the mission, vision, goals and objectives of the school, creates and environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education (School Principal I – III)	Master’s degree in Education, or Educational Management, or Educational Leadership; or Master’s degree in relevant learning area with at least 15 units in management		
Experience (School Principal III)	5 years teaching experience and 3 years experience in school management and operations		
Experience (School Principal II)	5 years teaching experience and 2 years experience in school management and operations		
Experience (School Principal I)	5 years teaching experience and 1 year experience in school management and operations		
Eligibility	RA 1080, as amended (Teacher)		
Training (School Principal III)	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years		
Training (School Principal I-II)	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years		
B. Preferred Qualifications			
Education			
Experience			
Eligibility	Principal Exam, NQESH, and NASH Passer		
Trainings			

ANNOUNCEMENT: Mandatory Compliance for School Principal I, II and III Applicants

The Department of Education – Schools Division of Lanao del Norte, through the Personnel Unit, is pleased to announce the opening of applications for **School Principal I, II and III**



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: [063] 341-51-09
Email Address: Lanao.norte@deped.gov.ph
Website: <https://depedldn.com>



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANAOS DEL NORTE

positions. Our hiring process strictly adheres to the principles of **Merit, Competence, Fitness, Accountability, Transparency, and Equal Opportunity** as mandated by **DepEd Order No. 007, s. 2023**.

Action Required: Review of RSA Procedures

To ensure a fair and transparent selection process, **ALL APPLICANTS MUST READ AND COMPLY** with the instructions stated herein before submitting any application documents.

It is **MANDATORY** that you familiarize yourself with the official guidelines and criteria:

1. V. Procedures – *Enclosure No. 1 to DepEd Order No. 007, s. 2023*
2. Criteria and Point System for Hiring and Promotion to Non-Teaching Positions – *Enclosure No. 5 to DepEd Order No. 007, s. 2023*

Understanding these provisions is crucial as it informs you of the entire **Recruitment, Selection, and Appointment (RSA)** process and how points are awarded. This measure is put in place to ensure maximum transparency in selecting qualified candidates.

PROCEEDING TO SUBMISSION SIGNIFIES YOUR FULL UNDERSTANDING AND COMPLIANCE WITH THE CITED DEPED ORDER.

DETAILED SUBMISSION INSTRUCTIONS:

(*Required Documents)

IMPORTANT REMINDER: Kindly **READ ALL THE INSTRUCTIONS** attached herein to avoid any inconveniences with your application. Moreover, please make sure that all documents are **CLEAR** and **READABLE**. Unclear or pixelated documents shall not be considered and may lead to possible exclusion from the pool of applicants.

- A. **Letter of Intent*** – Must be addressed to **EDWIN R. MARIBOJOC, CESO V**, *Schools Division Superintendent of Department of Education – Schools Division of Lanao del Norte*. Kindly **INDICATE THE POSITION** you are applying for.
- B. **Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with Work Experience Sheet(WES)*** – please ensure that **ALL PAGES MUST BE SIGNED** and your **THUMBMARK, PICTURE, and SIGNATURE OVER PRINTED NAME OF PERSON ADMINISTERING OATH** are ON THE 4TH PAGE of your PDS.

IMPORTANT NOTE:

For PDS: Applicant must ensure all details and information are correct and updated from page 1-4.

For WES: applicant must include previous and current work experience, accomplishments, and detailed job functions and duties. These experiences must be reflected and must be consistent with your accomplished PDS.



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: [063] 341-51-09
Email Address: Lanao.norte@deped.gov.ph
Website: <https://depedldn.com>



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE

C. Photocopy of **Certificate of Eligibility*** (must be CLEAR and READABLE)

D. Photocopy of **Transcript of Records and Diploma***

IMPORTANT NOTE FOR POINTING/SCORING SYSTEM:

For applicants with earned units leading to Master's and/ or Doctorate degree/s, kindly attach any of the following:

- Transcript of Record (if graduated)
- Certificate of Completed Academic Requirements (if CAR)
- Certificate of Units Earned (if Unit's earner)

E. Photocopy of **duly signed Service Record.***

F. Photocopy of **latest appointment.***

G. Photocopy of relevant **Certificate/s of Training and seminars attended.***

IMPORTANT NOTE:

Applicants shall ensure that all certificates must be CLEAR and READABLE and are consistent with the declared trainings in Personal Data Sheet.

Applicants must include only those trainings that are RELEVANT to the position.

Note: Unclear or pixelated certificates shall not be considered for the purpose of qualifications and scoring.

H. Photocopy of required **Performance Ratings in the last rating period(s) covering one(1) year performance in the current/latest position prior to the deadline of submission.***

I. , **Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent (Annex C)*** notarized by the following authorized officials:

President; Vice President; Members and Secretaries of both Houses of Congress; Members of the Judiciary; Secretaries of the Departments; provincial governors and lieutenant-governors; city mayors; municipal mayors; bureau directors; regional directors; clerk of courts; registrar of deeds; other civilian officers in the public service of the government of the Philippines whose appointment are vested in the President and are subject to confirmation by the Commission on Appointments; all other constitutional officers; punong barangay; and notaries public (Reference: Section 41 of R.A. 10755)

J. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:

- i. Means of Verification (MOVs) showing **Outstanding Accomplishments, Application of Education, and Application of Learning and Development** reckoned from the date of last issuance of appointment.



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: [063] 341-51-09
Email Address: Lanao.norte@deped.gov.ph
Website: <https://depedldn.com>



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANAOS DEL NORTE

- ii. Photocopy of the **Performance Rating** obtained from the relevant work experience, if Performance Rating in *Item (H)* is not relevant to the position to be filled:

GENERAL REMINDERS:

- Prior to submission of documents, applicants are advised to read the qualification standards and performance requirements set for the position to initially assess the fitness of their profile to the required standards.
- Use a long brown folder with the corresponding lettered tab as indicated above.
- **Applicants who fail to submit the required documents within the given deadline SHALL NOT BE INCLUDED in the official pool of applicants.**
- Updates relative to application shall be provided via email and SMS. Hence, we encourage all applicants to keep their line of communication active for updates.
- Now, we assume that you are already aware of the documentary requirements, please submit your application through the **Administrative Officer II (AO II)** assigned in the school near you or any other school nearest to your residence on or before **2:00 PM of July 20, 2026.**
- The AO II's will submit the consolidated application documents with transmittal to the Division **Records Section** on **July 22, 2026.**

The Department of Education – Schools Division of Lanao del Norte adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: [063] 341-51-09
Email Address: Lanao.norte@depd.gov.ph
Website: <https://depdldn.com>